

CONFIDENTIAL

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REPORTS INVENTORY						CONTROL NO. <i>DDS/oc-008</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Top Secret Control Inventory						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify) COMMUNICATIONS	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED <i>one</i>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <i>annually</i>				6. DISTRIBUTION (No. of components not number of copies) <i>one</i>	
7. FORMAT (memorandum, form computer print-out, etc) <i>computer print-out</i>		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>				9. DIRECTIVE AUTHORITY REQUIRING REPORT <i>OC Order 70.5</i>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <i>OC-R&D</i>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <i>none</i>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
6/10	\$4.56		3 hrs		\$13.68		1 = \$13.68
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$13.68	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							